NAZEEM PATTAN

ACCOUNTS EXECUTIVE CUM CREDIT CONTROLLER

Profile

An ambitious individual equipped with UAE 4 + years of sound knowledge in Credit & Collection, developing & implementing credit policies and collection strategies, Maintaining DSO along with abilities in record management, communication, and Customer service. Ascertaining that all transactions are compliant regulations, managing disputed Invoices, negotiating to obtain payments within the agreed terms.

My experience have enhanced my skills in problem-solving and negotiating to be able to solve the disputes with customer with high level of professionalism. Utilizing analytical, interpersonal, and organization skills to achieve high levels of customer repayments with in-depth experience in debt collection methodologies, coupled with keen financial acumen , dedication to minimizing loss and an excellent customer service skills.
I am a dynamic & self-motivated person who is seeking a long term employment as a Credit controller AR field, where there are opportunities for growth and career advancement for Strong finance professional with a Master of Business Administration in Finance and Management.

Looking for assignments whereby my skills, Knowledge and Experience in Credit, Risk, Compliance, and Transition Management & Logistics can add value to your organization.

Employment History

Accounts Receivable Specialist, Leader Relocations LLC- Logistics, Dubai

OCTOBER 2017 — PRESENT

Generating daily/weekly and monthly reports e.g. Customer Statement of account/Aging report on a monthly basis in Multiple currencies.

Generating company's sales Revenue Report monthly where to get approx Gross profit.

Negotiating credit terms with suppliers and takes initiative steps to prepare a mutually agreed payment plans.

Creating client invoices in ERP Software as per rules of FTA (FEDERAL TAX AUTHORITY). And also updating in logistic Software.

Accurately recording transaction of RV, JV, and Chq etc.

Preparing MIS reports regarding Accounts receivables.

Preparing job costing individually for every client job to make sure that there is net profit and no loss involved.

Maintaining close links with all customers to ensure smooth running of accounts and encourage timely recovery of payments.

Responsible for chasing outstanding invoices to the company and plays a vital role in the cash-flow of the organization ensuring credit given to customers is monitored and controlled effectively.

Ensure trade Debtors is fully reconciled on a monthly basis.

Reviewing both Aged Debtors and Goods Delivered Not Invoiced.

Details

Dubai Investment Park
Dubai, 16327
United Arab Emirates
0503655052
nazeemkhanaprl19@gmail.com

NATIONALITY

Indian

DRIVING LICENSE

Dubai -4028382

DATE / PLACE OF BIRTH

19-04-1994
ANDHRA PRADESH

Links

Linkedin

Skills

Ability to Work in a Team

Problem Solving Skills

Highly responsible and reliable

Strong Communication Skills

Analytical Thinking

Languages

English

Hindi

Tamil

Malyalam

Telugu

Urdu

Drafting correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquent account holders to request payment.

Chasing overdue accounts by telephone, letter, email and in-person if required. Where appropriate, meeting with key accounts and developing and implementing strategies and solutions to overcome credit management challenges.

Review and evaluate customer credit application in line with company's credit policy.

Analyzing customers' existing situation and help decide on whether or not to offer / extend / enhance the credit limit or Credit.

In case where a customer stops paying or pays late then take prescribed procedure to start legal action to collect the money owed (if necessary) and in case of bankruptcy, report to the management about the strategies to ensure recovery.

Evaluates collectability of unearned cash discounts, finance charges, small dollar invoices, etc. and performs write-offs of UN-collectible amounts within their level of authority.

Reviews orders on credit hold by assessing credit worthiness of customers, including financial ratings, open invoices, in-process payments and backlog, and makes recommendations for order release to supervisor.
Acting as liaison between the client and the agent for any accounting and auditing needs.

Facilitating the client with all necessary information related to VAT/tax queries.

Recommending and keeping the management informed of any conflicts either from the client or agent side.

Taking responsibility and ownership of a portfolio of customer accounts and collect the debts in line with the company's credit terms.

Handling Insurance claims of the client till settlement to control claim /Loss ratio of the company

Junior Accountant, Balaji Auditing Firm, Chittoor

MAY 2015 — SEPTEMBER 2017

All Accounting related work assigned by management like entering journal entries,Maintaining ledger,JV, RV, resolving the client queries etc.

Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines

Assist with reviewing of expenses, payroll records etc. as assigned Update financial data in databases to ensure that information will be accurate and immediately available when needed

Prepare and submit weekly/monthly reports.Assist senior accountants in the preparation of monthly/yearly closings

Education

MBA(Finance & Management), Alagappa University, Chennai

JANUARY 2020 — JANUARY 2022

Last Semester is yet to complete.

B.Com(Computer Applications)), Vijayam Degree College, Chittoor

MARCH 2012 — APRIL 2015

Accomplished with 78%